

2002-03 K-12 Data Collection Software Instructions

The 2002-03 K-12 Data Collection Software is a Windows application that collects school district revenue limit information (K-12 school district revenue limit reports). The application requires a Windows operating system (Windows 95, 98, 2000, NT) and a minimum screen resolution of 800 x 600.

BEFORE YOU USE THE J-18/19 ATTENDANCE SOFTWARE, PLEASE READ THE FOLLOWING INSTRUCTIONS TO BECOME FAMILIAR WITH THE APPLICATION.

Open: In Windows 95/98/NT 4.0/2000 a J-18/19 program folder and icon will be placed in the Programs folder of the Start menu. Single click on the J18_0102 icon to start the program.

How to Start the Program: In Windows 95/98/2000/NT 4.0 a K12DCS_0203 program folder and icon will be placed in the Programs folder of the Start menu. Single click on the K12DCS_0203 icon to start the program. The opening screen will be displayed. To exit the program from this screen, click on **Cancel**.

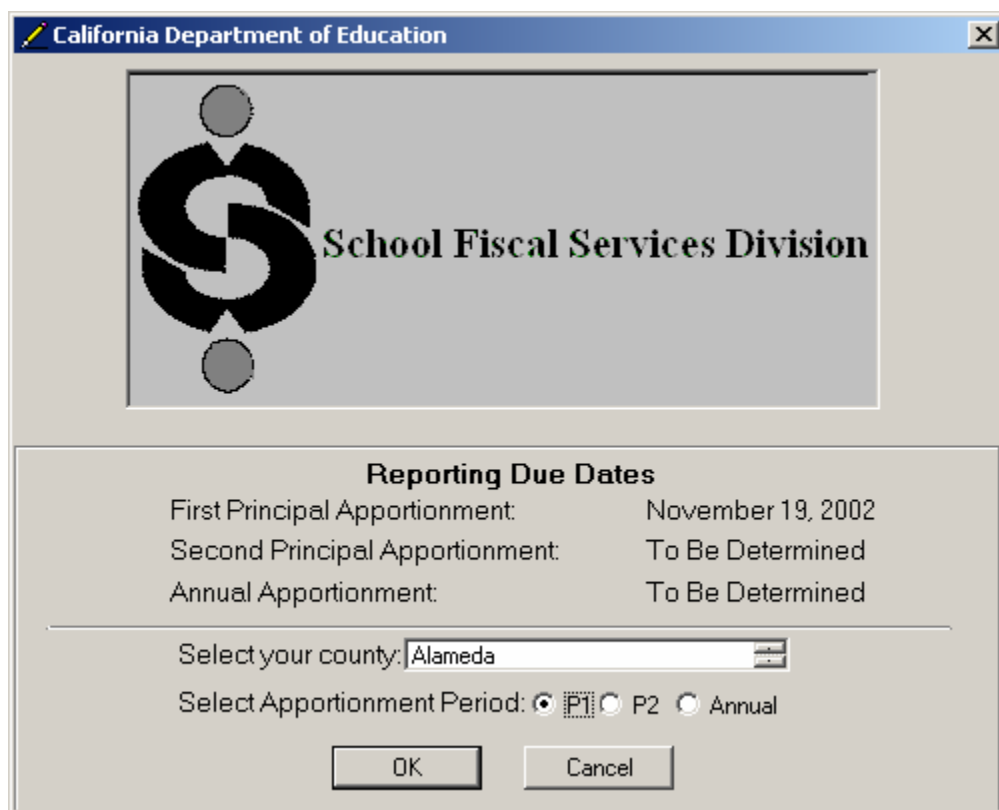


Figure 1. Opening Screen

How to Select a County: Use the arrow buttons on the right side of the county name list to scroll to your county, or click on the county selection box and enter the first letter of your county's name until it is displayed. Once you have selected your county, click on the county name in the box. Select the correct period (P1, P2, or Annual) and click OK (Figure 1). A message box will appear, confirming your choice as seen in Figure 2.

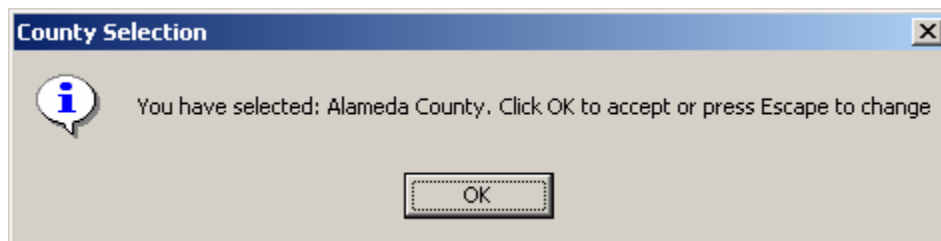


Figure 2. Confirmation Message

Click OK if the selected county is correct, or press <ESC> to return to the opening screen.

NOTE: MAKE CERTAIN you select your county correctly. If you select the wrong county, please call your appropriate contact person for instructions on how to correct the county.

Click **OK** (Figure 1) at the bottom of the opening screen. The K-12 Data Collection Input screen will be displayed as seen in Figures 3-5.

Item	Value
D-5	045
D-14a	956
D-16	060
D-16.5	160
D-20c	125
A-2a	071
A-2b	073
A-2d	042
A-2e	044
F	058
C	364
A	400
B-1	410
B-2	420
B-3	430

Figure 3. K-12 Data Collection Input Screen (P-1)

K-12 Data Collection Schedule - P2

FILE
California Department of Education
Data Collection Schedule
2002-03
County: Alameda
District: Alameda City Unified
CDS Code: 01-61119

Form K-12 - District Revenue Limits

D-5	Gain/Loss from Interdistrict Attendance Agreements	(D-5)	045	0
D-14a	2001-02 Unemployment Expenditures	(D-14a)	956	0
D-16	Reduction for Excess ROC/P Reserves	(D-16)	060	0
D-16.5	Reduction for Longer Day/Year Penalty	(D-16.5)	160	0
D-20c	Community Redevelopment Funds	(D-20c)	125	0

Schedule B - Average Daily Attendance

A-2a. 2000-01 ADA attributable to the attendance of pupils in a charter school of the district in 2001-02 who attended a non-charter school of the district in 2000-01 (P-2)

(A-2a) 071 0.00

A-2b. 2000-01 P2 ADA attributable to district resident pupils attending a non-charter school in 2001-02. Report ADA only if all of the following conditions apply:
1) The school operated as a non-charter school of the district in any year prior to 2000-01
2) The school operated as a charter school of the district in 2000-01
3) The school operates as a non-charter school of the district in 2001-02

(A-2b) 073 0.00

A-2d. Gain or Loss of ADA Due to a 2001-02 Reorganization or Transfer of Territory

(A-2d) 042 0.00

A-2e. ADA Adjustment for Change in Status of Necessary Small School in 2001-02

(A-2e) 044 0.00

Schedule E - New Necessary Small Continuation High School

F. Increase in Revenue Limit for New Necessary Small Continuation High School(s)

(F) 058 0

Schedule G - Meals for Needy Pupils

C. 2001-02 Pupil Participation for Meals for Needy Pupils

(C) 364 0

Schedule H - Reduction for PERS

A. 2001-02 Salaries for Employees Covered by PERS (Do NOT include salaries for Block Grant Charter Schools)

(A) 400 0

B-1. Positions Supported Totally by Federal Funds

(B-1) 410 0

B-2. Positions Supported by Funds Pursuant to E.C. 42243.6

(B-2) 420 0

B-3. Positions Supported from Other Excludable Sources

(B-3) 430 0

Figure 4. K-12 Data Collection Input Screen (P-2)

K-12 Data Collection Schedule - Annual

FILE
California Department of Education
Data Collection Schedule
2002-03
County: Alameda
District: Alameda City Unified
CDS Code: 01-61119

Form K-12 - District Revenue Limits

D-5	Gain/Loss from Interdistrict Attendance Agreements	(D-5)	045	0
D-14a	2001-02 Unemployment Expenditures	(D-14a)	956	0
D-16	Reduction for Excess ROC/P Reserves	(D-16)	060	0
D-16.5	Reduction for Longer Day/Year Penalty	(D-16.5)	160	0
D-20c	Community Redevelopment Funds	(D-20c)	125	0

Schedule B - Average Daily Attendance

A-2a. 2000-01 ADA attributable to the attendance of pupils in a charter school of the district in 2001-02 who attended a non-charter school of the district in 2000-01 (P-2)

(A-1b) 071 0.00

A-2b. 2000-01 P2 ADA attributable to district resident pupils attending a non-charter school in 2001-02. Report ADA only if all of the following conditions apply:
1) The school operated as a non-charter school of the district in any year prior to 2000-01
2) The school operated as a charter school of the district in 2000-01
3) The school operates as a non-charter school of the district in 2001-02

(A-2b) 073 0.00

A-2d. Gain or Loss of ADA Due to a 2001-02 Reorganization or Transfer of Territory

(A-2d) 042 0.00

A-2e. ADA Adjustment for Change in Status of Necessary Small School in 2001-02

(A-2e) 044 0.00

Schedule E - New Necessary Small Continuation High School

F. Increase in Revenue Limit for New Necessary Small Continuation High School(s)

(F) 058 0

Schedule G - Meals for Needy Pupils

C. 2001-02 Pupil Participation for Meals for Needy Pupils

(C) 364 0

Schedule H - Reduction for PERS

A. 2001-02 Salaries for Employees Covered by PERS (Do NOT include salaries for Block Grant Charter Schools)

(A) 400 0

B-1. Positions Supported Totally by Federal Funds

(B-1) 410 0

B-2. Positions Supported by Funds Pursuant to E.C. 42243.6

(B-2) 420 0

B-3. Positions Supported from Other Excludable Sources

(B-3) 430 0

Schedule Z - Community Day School

C-2. Sum of days of operation for all Community Day Schools in the district

(C-2) 045 0

Figure 5. K-12 Data Collection Input Screen (Annual)

How to Navigate the Screens: Similar to other Windows applications, the K-12 software is most easily accessed by using a mouse. A data entry box can be selected by moving the cursor over the desired box and single-clicking the left mouse button. Additionally, the <TAB> and <ENTER> keys can be used to move the cursor from one data entry box to another.

How to Enter Data: The reporting period, County and District information are displayed at the top of the screen. Click the button next to the reporting period to select the desired period (P1, P2, Ann). The CDS Code is displayed above the District Selection Tool in the upper right corner of the screen as seen in Figure 6.



Figure 6. District Selection Tool

Use the arrow keys on the District Selection Tool to scroll through the all districts within the county. The function of the four arrows from left to right are as follows: displays first district in the list, moves back one district, moves forward one district, displays last district in the list. The currently selected district is shown between the and arrows.

Data are entered by typing the numbers in each data entry box for each district. You can select the data entry box by using a mouse click, or by pressing the <ENTER> or <TAB> keys until the desired box is reached. You may use the left and right arrow keys, Delete key, and Backspace key to move around inside each data entry box and to modify the contents, respectively. Data are automatically saved after typing the values in the data entry boxes.

Note: EDP numbers 060, 160, 071, 410, 420 and 430 must be entered as negative numbers. Schedule Z, EDP045 data is only collected at Annual.

FILE Options: The FILE Options are Print, Export, and Exit. These are found by clicking on "FILE" in the upper left corner of the screen.

How to Print: The software will print using the default Windows printer. All reports will print on standard 8-1/2" x 11" paper. When Print is selected, the Print Preview screen will appear as seen in Figure 7. Similar to the District Selection Tool (Figure 6), the four directional arrow buttons located at the top left corner are used to navigate through the district reports. The arrow buttons have the same functionality as the District Selection Tool. The printer button executes the printing of the report(s). You may choose one, all, or a range of reports. The Envelope button allows the user to export data for local use in a number of different formats.

NOTE: Do NOT use the Print screen export utility (Envelope button) to export data to diskette for the School Fiscal Services Division.

Several "Zoom" levels are available by clicking on the arrow next to the Zoom selection drop down list. The screen can be enlarged or minimized by clicking on the maximize or minimize symbols in the upper right corner of the screen. The "X" button in the upper right corner of the screen closes the print preview screen.

CALIFORNIA DEPARTMENT OF EDUCATION 2002-03 County: CBS Code: District:
DATA COLLECTION SCHEDULE P-1 Alameda 01-61119 Alameda City Unified

Form K-12 - District Revenue Limits

	EDP No.	
D-5. Gain/Loss from Interdistrict Attendance Agreements	(D-5) 045	1,111,111,111
D-14a. 2002-03 Unemployment Expenditures	(D-14a) 956	45
D-16. Reduction for Excess ROC/P Reserves	(D-16) 060	-4,564
D-16.5 Reduction for Longer Day/Year Penalty	(D-16.5) 160	-564
D-20c. Community Redevelopment Funds	(D-20c) 125	546

Schedule B - Average Daily Attendance

A-2a. 2001-02 ADA attributable to the attendance of pupils in a charter school of the district in 2002-03 who attended a non-charter school of the district in 2001-02 (P-2)

- 1) The school operated as a non-charter school of the district in any year prior to 2001-02
- 2) The school operated as a charter school of the district in 2001-02
- 3) The school operates as a non-charter school of the district in 2002-03

(A-2a) 071	-564.00
(A-2b) 073	54,654.00
(A-2d) 042	546.00
(A-2e) 044	646.00

Schedule E - New Necessary Small Continuation High School

(F) 058	6,546
---------	-------

Schedule G - Meals for Needy Pupils

(C) 064	6,464
---------	-------

Figure 7. Print Preview Screen

How to Export Data to Diskette: Insert a diskette in the drive to be used. Select File and Export from the File Options list. The Select Drive screen will be displayed as seen in Figure 8.

Select Drive - P1

Enter drive to Export to then click OK

OK

Figure 8. Select Drive Screen

Enter the letter of the drive containing the floppy disk (typically A or B) and click on OK. Click on the "X" button in the upper right corner of the screen to exit without exporting data. If OK is selected and no errors are detected, Export will complete and a message will appear displaying the location and the name of the file as seen in Figure 9.

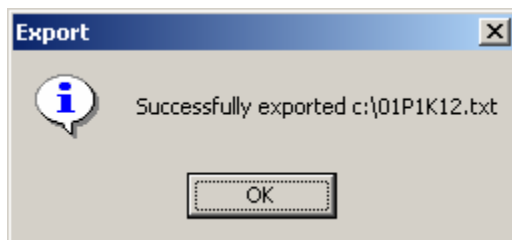


Figure 9. Export File Location

An ASCII file will be stored on your floppy disk (ex. 01P1K12.txt for county 01, period 1).

How to Exit: To exit the program from the Opening Screen, click on Cancel (Figure 1). To exit the program from the Data Collection Input Screen, click on the "X" button in the upper right corner of the screen, or select File and Exit from the menu.

Contact Information:

For Alameda through Los Angeles counties: Melissa Collier, (916) 445-7354 or email: mcollier@cde.ca.gov

For Madera through Yuba counties: Shelley Goode, (916) 324-4530 or email: sgoode@cde.ca.gov

Submission:

Please submit the export diskette for all districts in the county. Also, for each district, submit a completed Data Collection Schedule and any applicable schedules along with the signed Certification by the due date to the California Department of Education, School Fiscal Services Division, 1430 N Street, Suite 3800, Sacramento, CA 95814. The Certification and Schedules E and F are being mailed.